

June 2014

FMIS Informer



ADPICS Reports Updated: Veteran-Owned Small Business Enterprise (VSBE) and Preferred Provider

The ADPICS reports related to the Veteran-Owned Small Business Enterprise (VSBE or VET) for the Include/Exclude line option was changed for Key 1157 to Title VET(V)/PREF (P). This allows users to also print the new reports for Preferred Providers. The updated instructions are to enter any one of the following values in both the Low/High Key Value columns:

- V to print for Federal Veteran
- P to print for Preferred Provider
- Blank to print MBE (Minority Business Enterprise)

The reports added for Preferred Provider include:

- PCHR710 (MBE, VET Diagnostic or Preferred Provider by Work Category – Prime Report)
- PCHR711 (Annual Minority Business Enterprise Procurement Report for MBE, VET, or Preferred Provider)
- PCHR717 (MBE, VET, or Preferred Provider Expenditure Report – Non-BPO Direct Vouchers)
- PCHR718 (MBE, VET, or Preferred Provider Expenditure Report – Vouchers & BPO Direct Vouchers)

The documentation for each of the reports has been updated. They can be found on the following web site: <http://doit.net.md.gov/servdesk/fmisdocs/Pages/ADPICSreports.aspx>

As initially published in the July, 2013 Informer, Preferred Provider Vendors are denoted by a value of 'Y' in the PREFERRED PROVIDER field as found on the 5200 Vendor Table Maintenance screen.

Year End Close Documentation

See below for the links.

- [ADPICS Year End Close](#)
- [R*STARS Year End Close](#)

ADPICS Reminder - start to clean up your encumbrance balances and any unposted documents now.

- ADPICS contains several standard reports that are useful to identify open documents which require some action in preparation for fiscal close. The following list identifies the reports to run for the year-end closing process or anytime during the year.

Open Requisitions (210) Open Purchase Orders (212)

Unmatched Invoices and Receiving Reports (960)

Open Vouchers (Unposted Vouchers) (970)

R*STARS Reminder - start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2015.

- The FY15 profiles were added April 11, 2014 however agencies are required to manually add their 25 profile for FY15. Easy Steps are located on DoIT's website: [Year End Close 25 Screen](#). Recall your FY14 25 profile, then complete the following:

FY = 15

LAST MONTH/YEAR CLOSED: = 00 and 2014

EFF START DATE: =07012014

REPORTING MONTH/YEAR for 2015: Year must be 10 or greater.

- Running Reports - The last date to run YTD cumulative detail reports as a single report for FY2013 is Fri June 27th (PERIOD = 'PY' on the 91 report request). Starting July 1 report requests where PERIOD = 'CY' is FY2015 and 'PY' is now FY2014.
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To make everything run smoothly during YEC, please remember the following:

Sending emails is at times quicker—just be sure to include all your information. <mailto:service.desk@maryland.gov>

If you leave a voice mail, speak clear, slow and leave us batch header/document or printer ID's. 410-260-7778

If you have a print job you need stopped, take the printer off line or turn it off until you get in touch with DoIT's Service Desk.

Fixed Asset Depreciation FY 2014

For the remaining months of FY 2014, GAD will run the fixed assets depreciation on the following dates:

June 2014 depreciation run occurs as soon as all agencies complete recording FY 2014 fixed asset transactions in the Fixed Asset Subsystem.

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

May: June 16, 2014

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile.

R*STARS Year-End Reports

Essential/Recommended Reports

- DAFR6000 Agency Appropriation Unencumbered Balance
- DAFR8580/8590 GAAP Balance Sheet Report/ Operating Statement Report
- DAFR6320 Allocation of Encumbrances
- DAFR9040 Statement of Changes in Total Fund Balance
- DAFR9090 Statement of Changes in Total Fund Balance
- DAFR5990 Agency Appropriation Over-expended Balance
- DAFRG100 Trial Balance by Appropriated Fund
- DAFRG400 Statement of Agency Revenue by Program and Fund
- DAFRG500 Expenditure Detail Report
- DAFRG510 Revenue Detail Report
- DAFRG260(160) Comparison of YTD Expenditures/Revenues by Comptroller Object
- DAFRG630 Budget Expenditures and Encumbrances by Appropriation, Fund and Object
- DAFRG200 Agency Budget by Program, Organization and Fund
- DAFRG300 Agency Revenue by Program, Organization and Fund
- DAFRT100 Expenditure Detail by Program, Organization and Fund

- DAFRT200 Revenue Detail by Program, Organization and Fund

YEAR END SECURITY

Posting Entries to Prior Month/Year

One security issue that always arises at Year End Close is a user's ability to prior month and/or prior year post in R*STARS/ADPICS. If you require this capability, check with your FMIS Functional Coordinator or Security Officer to determine if you have this access. If not, paperwork will need to be submitted.

Functional Coordinators and Security Officers will be notified by DoIT Security with the best way to submit the request.

System Availability

- Saturday, June 07 -Inactive Account Event. Will remove Account Event data from Oct. 2013 ==> March 2014. The data being removed will be added to FY14 Inactive Account Event which is available every Friday. CICSP51 will be unavailable on Saturday.
- Sunday, June 15 - Document Summary Purge. Removes records from the DS Table that is used for Drill Down.
- Saturday, June 21 - Year End Close Rollover processing without updating/loading the DB2 Tables. This purpose is to determine if there are and bad records on the table prior to the actual Rollover. CICSP51 is not impacted and will be available all day Saturday.
- Saturday, June 28 - Roll forward of the following sub regions: SYSTEM, DEVELOPMENT and TRAINING. The associated CICS's with those regions will not be available on Saturday.
- Friday, June 27 - Current AE and FY13 and 14 will be available for reporting.
- Monday, June 30 - Year End Rollover for the User Acceptance (UAT) Region will process. UAT CICS region CICST5B will not be available on Monday. No OPC UAT schedules will process on Monday. UAT region will be available on Tuesday, July 01.
- Monday, June 30 - Current AE and FY 14 will be available for reporting.
- Tuesday, July 01- Year End Close Rollover. Production CICS regions CICSP51(RSTARS/ADPICS) will be closed and transaction id (MSO) on CICSP52 will be disabled.
- Wednesday, July 02 - RSTARS and ADPICS will be available to the user community.
- Friday, July 04 - Batch interface files will be collected at 18:30 for processing Monday, July 07.
- July 12 ==> August 23 - Special Year End Close Saturday Schedules.

2014 SCHEDULE OF DEADLINE DATES (from GAD's Closing

Instructions)

To Be Received/Posted

By:

- Notify the General Accounting Division, in writing if your financial agency will calculate and post your year end payroll accrual (see page 1-12). May 31, 2014
- Submit final budget amendments to the Department of Budget and Management ne 13, 2014

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| • Last day to post fiscal year 2014 receipts | July 07, 2014 |
| • Post final interagency cash adjustments | July 15, 2014 |
| • Schedule encumbrance review with DBM Budget Analyst | July xx, 2014 |
| • Agencies post final year-end closing entries | July 25, 2014 |
| • Financial agencies submit year-end closing checklist, G-8 forms and closing to DBM form to GAD | August 01, 2014 |
| • Submit agency closing to DBM form to DBM | August 01, 2014 |
| • Financial agencies submit GAAP closing schedules to GAD | August 08, 2014 |
| • GAAP closing schedules G and G-1 | August 15, 2014 |

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Saturday (except Wednesday) 6:30 a.m. to 6:30 p.m.

Wednesday: 6:30 a.m. to 4:00 p.m.

Sunday: The system is unavailable on Sundays.

Please see below for exceptions to the regular FMIS Production On-Line Operating Hours for the month of July 2014:

- **Tuesday, July 1, 2014: The system will be unavailable. Interface files will be picked up and processed in the following business day's batch cycle.**
- **Friday, July 4, 2013: The system will be available. However, there will be no batch cycle that evening. Interface files will be picked up and processed in the following business day's batch cycle.**
- **Saturday, July 12, 2014: Saturday YEC batch cycles will begin and continue through Saturday, August 23rd. During this time, R*STARS/ADPICS will be available from 6:30 a.m. until 5:00 p.m.**

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. This statement is also true when it is the last Friday of the month.

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. Please note—there is a 3 pm deadline to have interface files submitted.

Beginning June 9, 2014, AE and IAE will be available on the following schedule:

Batch Cycle Day		Available Period
AE	Mon. - Fri.	FY 14 April (10) - Present
IAE	Every Fri.	FY 14 July (01) - March (09)
FF	Last Fri. of the Month	FY 13 (if needed earlier in the month, can be done through special request)
FY 2003 - 2012 available through special request.		

**Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.

ADPICS/PUG COMMITTEE - SEPTEMBER 18, 2014

DOIT Office, 45 Calvert Street, Annapolis, MD, Conference Room 427A @ 1:30 p.m.

Minutes from last Meeting can be found on BBS -

https://www.dbm.state.md.us/bbs/forum.asp?forum_id=2&forum_title=ADPICS+Meeting+Minutes

User name: bbsuser

Password: bbsstate1

**NOTE: To connect and call in remotely from your desk:

1. Enter <http://www.intercall.com/iumGo>
2. In the right corner, click JOIN MEETING.
3. At Moderator's User Login enter [5012161452](#).
4. Click Join As Participant.
5. When prompted, select Dial In Now.
6. Dial [\(855\) 297-3227](#) and enter the Conference Code: [2836957129](#) followed by #.

**NOTE: Please enter your name and agency when calling.

SPAG Meeting - July 17, 2014

Please mark your calendars to attend the next SPAG meeting on July 17th, 2014 at 9

AM. The July SPAG meeting will be held at MDOT Headquarters in Harry Hughes Suites 1 & 2. See you there!

**There is a new protocol for visitors to MDOT Headquarters obtaining access into the building. ALL non-MDOT employees must have a visitors badge, so everyone that is planning on attending the July SPAG meeting must RSVP to Jamie.Tomaszewski@maryland.gov that they are coming by Monday, July 13th. The list of attendees will be provided in advance to the security desk, so they will have your visitor name badge ready when you arrive.